



**U.S. DEPARTMENT OF COMMERCE  
Bureau of the Census  
Recruiting Bulletin**

ISSUE DATE: 14 April, 2008  
CLOSING DATE: 30 September 2008

Recruiting Bulletin No. BORCC A 08-20A

**This bulletin has been amended to change the contact address.**

**This bulletin will remain open until sufficient applicants are received. It will be open for a minimum of 30 days.**

**PARTNERSHIP SPECIALIST**

**Grade levels:**

<b>GG-0301-07</b>	<b>\$40,332 – \$53,438</b>
<b>GG-0301-09</b>	<b>\$49,334 – \$65,376</b>
<b>GG-0301-11</b>	<b>\$59,689 – \$79,093</b>
<b>GG-0301-12</b>	<b>\$71,542 – \$94,802</b>

**NUMBER OF POSITIONS: Few**

**EXCEPTED SERVICE APPOINTMENT:** This is a two year Schedule A time-limited appointment with a possible two year extension.

**Duty Station: Fairfield County or Hartford County, Connecticut**

**WHO MAY APPLY: All Current US Census employees**

- **Must submit a separate completed Application for each grade level applied.**

*Please note: All current employees on a less than one-year appointment such as LCO employees must apply to the external posting.*

**DUTIES:**

The incumbent of this position serves as a Partnership Specialist. The Partnership Specialist is responsible for developing partnerships with state, local, and tribal governments; community-based organizations, faith-based groups; schools; media outlets; businesses; and other grassroots entities in communities within the regional office area. The Partnership Specialist also provides support to census field operations such as Recruitment, Be Counted, Questionnaire Assistance Centers, Non-Response Follow-Up, and others. The Partnership Specialist will work under the supervision of a Partnership Coordinator. The incumbent will conduct research, analyze the regional office area, and assist in the development of the regional plan for the PDS Program for the census. This plan will follow the goals and objectives, overall strategies, and major activities provided by headquarters staff as well as adhere to the budget allocations for the regional office for the planning and implementation of the program.

## QUALIFICATIONS:

*You may qualify for a position based on your education, experience, or a combination of both.*

Applicants are responsible for insuring that the application submitted clearly indicates that they meet the qualifications listed below. To be eligible for this position, you must have the specialized experience or education indicated below or a combination of both:

**GG-0301-07:** Applicants must have the experience or education indicated below or a combination. You must have one year of specialized experience equivalent to the grade 05 level in the Federal service. Specialized experience is work experience explaining non-technical information or providing on-the-job training on regulations, policies, or procedures to others or at briefings, meetings, conferences, or hearings **OR** work experience in providing instructions or coaching others in athletic, leisure, or community activities, helping customers, clients, or members of the public who were hostile or upset, handling customer complaints or providing instructions to customers or the public either in writing or by telephone. **EDUCATION:** Bachelor's degree in any area with Superior Academic Achievement **OR** one full year of graduate education directly related to the position that provided the applicant with the knowledge of speech communication; broadcast journalism; print journalism; creative writing; public administration; advertising; composition; mass communication or mass media; public relations techniques; or radio, television, and film production.

**GG-0301-09:** Applicants must have the experience or education indicated below or a combination. You must have one year of specialized experience equivalent to the grade 07 level in the Federal service. Specialized experience is work experience applying communication principles, methods, techniques for the development of campaigns **OR** work experience in editing technical material for targeted audience **OR** work experience interacting and dealing with the public including media, state, and local government officials, community, businesses, and organization program officers. **EDUCATION:** Two full years of graduate education or master's degree directly related to the position that provided knowledge of broadcast journalism; print journalism; creative writing; public administration; advertising; composition; mass communication or mass media; public relations techniques; or radio, television, and film production.

**GG-0301-11:** Applicants must have the experience or education indicated below or a combination. You must have one year of specialized experience equivalent to the grade 09 level in the Federal service. Specialized experience is work experience applying analytical techniques and interpersonal relations in dealing effectively with targeted audience; and analyzing the views and opinions from organizations and developing recommendations for stimulating interest in activities. **EDUCATION:** Three full years of graduate education or the Ph.D., directly related to the position that provided the knowledge of speech communication; broadcast journalism; creative writing; public administration; advertising; mass communication or mass media; public relations techniques; or radio, television, and film production.

**GG-0301-12:** Applicants must have the experience indicated below.

You must have one year of specialized experience equivalent to the grade 11 level in the Federal service. Specialized experience is work experience conducting public affairs programs involving public information community relations activities and seeking cooperation; and presenting information to internal and external groups to inform them of program objectives, activities and gaining their cooperation; and (2) ability to present information to the public including media, state, and local government officials, community businesses, and organization program officers.

Education: No substitution of education for experience is permitted.

**Specialized experience** is defined as follows: Experience which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and which is typically in or related to the position to be filled. To be creditable, specialized experience must have been at least equivalent to the next lower grade level.

You may qualify for a position based on your education, experience, or a combination of both. If qualifying based on education, you **MUST** submit a copy of your college transcripts or a listing of college courses showing course number, title, grade, type (semester/quarter), and number or credit hours. Applicants selected for position will be required to supply original transcripts.

Pay Ranges	West Hartford County	Fairfield County
GG-07	\$40,332- \$52,427	\$41,110 – \$53,438
GG-09	\$49,334 – \$64,140	\$50,285 – \$65,376
GG-11	\$59,688 – \$77,597	\$60,840 - \$79,093
GG-12	\$71,542 – \$93,008	\$72,921 – \$94,802

**EVALUATION CRITERIA:** You will be evaluated to determine if you meet the minimum qualifications required; and on the extent to which your application shows that you possess the **knowledge, skills, and abilities (KSAs)** associated with this position as defined below. When describing your knowledges, skills, and abilities, please be sure to give examples and explain how often you used these skills, the complexity of the knowledge you possessed, the level of the people you interacted with, the sensitivity of the issues you handled, etc. Candidates will be evaluated on the extent and quality of their experience, education, and accomplishments as related to the following elements. **To be considered, applicants must submit a separate, individual statement addressing each of the following:**

1. Experience in planning, implementing, and evaluating the goals and objectives of a nationwide and/or regional outreach and promotional program.
2. Experience in developing and nurturing productive partnerships, for the purpose of gaining cooperation and support, with state, local, and tribal governments; community-based organizations; faith-based groups; schools; media outlets; and businesses.
3. Experience writing and developing speeches, presentations, and workshops; delivering speeches, presentations, and workshops; and organizing and conducting meetings and events, all for the purpose of gaining cooperation and support and initiating action.

Payment of Relocation Expenses **IS NOT** authorized.

For further information on this vacancy you may contact, Cesar Monzon, Partnership Manager, (617)-488-9004.

**HOW TO APPLY:** Each applicant must submit a completed application for *each* grade level they wish to apply for, using the Optional Application for Federal Employment (OF-612), or a resume, listing your work duties and accomplishments relating to the job for which you are applying. If only one application is received, you will be considered only for the lowest grade. On a separate sheet you must include the KSA answers required above (see EVALUATION CRITERIA).

The following information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Failure to provide this information may result in loss of consideration.

- Recruiting Bulletin number, title, and lowest grade acceptable
- Full name, mailing address (including email and zip code), day and evening phone numbers (with area code).
- Social Security number
- Country of citizenship (**this Federal job requires U.S. citizenship**).
- Veteran's Preference – Applicants claiming 10-point veteran's preference **MUST** submit the SF-15, Application for 10-Point Veteran Preference, with the required proof (i.e., statement from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty. Applicants claiming 10-point preference who do not submit the required documentation will receive 5-point veteran's preference. Applicants claiming 5-point veteran's preference must submit a DD-214 to receive preference.
- Highest Federal civilian grade held (if applicable) If you are or have been a Federal employee, you will need to submit a copy of your last Notification of Personnel Action, Form SF-50, and your most recent or last performance appraisal.
- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and graduate of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.
- To qualify based on education, submit a copy of your college transcript, along with your application.
- Paid and non-paid work experience related to the position. For each work experience Include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address and phone number, starting and ending dates of employment (month and year), hours per week, salary, and indicate if we may contact your current supervisor/employer. ). Work Experience - paid or non-paid positions held related to the job for which you are applying (do not provide copies of job descriptions)
- Job-related: training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc
- Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes or via Government FAX machines will not be accepted.

Disabled veterans or any other applicants eligible for non-competitive appointments should specify their special eligibility on the application. Individuals with a disability may request reasonable accommodations by calling (617) 424-4580 or 800-835-9752 extension 34428.

**APPLICATION DEADLINE:** All applications must be received by the closing date of the recruiting bulletin. Applications received after this due date will not be considered. Submit all applications to the address listed below:

- It is ***your responsibility*** to insure that all application materials are **RECEIVED** by 11:59 p.m. on the closing date of the announcement in order to be considered. We cannot be responsible for incompatible software, illegible fax transmissions, interruptions in internet service, etc.
- You must submit a complete application package. Failure to provide complete information may result in your not receiving consideration for this position.
- Your application must be mailed (USPS, DHL, UPS, FedEx, etc.) or faxed. **This office does not accept applications by electronic mail (e-mail).**

Bureau of the Census  
 Boston Regional Census Center  
 1 Beacon Street, 7<sup>th</sup> floor  
 Boston, MA 02108

Phone: 1-617-488-9000  
 Fax: 1-857-362-9383  
 Attn: Gary Porter, HR Specialist  
 Email: gary.a.porter@census.gov

#### **CONDITIONS OF EMPLOYMENT:**

- This is a Mixed-Tour work schedule that may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.
- Candidates selected for these positions must sign agreements outlining the conditions of employment prior to the appointment.
- You will be required to complete a Declaration of Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; or you may be fired after you begin; or you may be fined or jailed.
- Public law requires all new appointees to present proof of identity and employment eligibility (e.g., U.S. citizenship).

**THE U.S. DEPARTMENT OF COMMERCE / BUREAU OF THE CENSUS IS AN  
 EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER  
 1-800-562-5721**

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, DISABILITY, MARITAL STATUS, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR.